



Residential Center for Women  
1717 Woodland Ave  
Des Moines, Iowa 50309  
(515) 244-4713

**Position:** Office Coordinator/ Administrative Assistant

This position reports directly to the Executive Director and is hourly.

### **I. Job Summary**

The office coordinator/ administrative assistant will provide support to the executive director and case manager with shelter operations and client needs. This position will also be responsible for general office functions such as ordering and coordination.

### **II. Duties and Responsibilities**

- Assist executive director in daily tasks and projects
- Assist executive director in managing the donor database, fundraising functions and mailings
- Maintain donor records for cash and in-kind contributions
- Maintain supply inventory, including ordering, purchasing and, as necessary, picking up supplies
- Greet all visitors and residents in a professional and courteous manner and answer general questions about the program to the public
- Answer phone calls, take messages, and/or refer to appropriate person
- Respond to incoming e-mails
- Check and distribute Beacon of Life and resident mail
- Collect coins from washers and dryers
- Prepare donor thank you letters and year-end tax letters
- Prepare bank deposits
- Prepare grant drawdown requests
- Prepare new employee hire packet and paperwork
- Arrange routine building maintenance as needed
- Process resident rent payments and prepare weekly statement sheet
- Keep all records/files (accounting and operational) organized
- Assist case manager in helping clients with their daily needs
- Assist case manager in projects and tasks as assigned
- Checking residents' belongings upon arrival as needed

- Administrating random drug and alcohol testing for clients as needed
- Run errands and pick up donations
- Other duties as assigned

### **III. Qualifications**

- Exceptional interpersonal skills
- Strong written and oral communication skills
- Ability to organize and follow through on projects without a lot of direction
- Minimum Associates degree or 5+ years' experience with human services or equivalent
- Ability to establish and maintain professional boundaries and strict confidentiality in working with clients
- Ability and willingness to perform light housekeeping and occasional lifting up to 30 pounds independently
- Ability to manage multiple projects with good organizational skills
- Ability to work both independently and part of a team
- Demonstrate a positive attitude, self-motivation, and resourcefulness
- Willingness to assist where/when needed
- Ability to work with different personalities in a fast paced environment
- Ability to assess emergency situations and respond effectively
- Demonstrated proficiency in using Microsoft Outlook, Word, Excel and other applications
- Must be prompt and dependable
- Must be able to pass a background check

### **Position is open until filled**

Interested candidates should send cover letter, resume, and salary requirements to:  
director@beaconoflifedm.org

Beacon of Life is an equal opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.